

## FRIENDS OF THE DAVIS PUBLIC LIBRARY

### JOB DESCRIPTION May 2017

**TITLE:** Reading Garden Manager

**TERM:** Appointed for 1 term annually

**DUTIES:**

- Manage and supervise the Reading Garden sales area of the Davis branch library
- Supervise volunteers
  - 2 to 4 volunteers work one to two hours each day starting at 9am
  - Volunteers stack donated books and magazines in sales area
  - Volunteers wear name tags when working in library area
- Donations and Sorting
  - Collect donations from the drop bin located in the sorting room and from those left outside
  - Cull and select timely magazines per the chart on the bulletin board that indicates the age of magazines kept for sale
  - Place good condition books, CDs, and DVDs on the alcove room shelves along with the magazines. If shelves are full, box and place items on the table in the sorting room where they will be resorted by the sorting room volunteer group and stored for bimonthly sales. Odds and Ends, and Vintage (books older than 50 years) go in their respective bins under the table.
- Discards
  - Take old magazines and flattened boxes to the recycle area at the north end of the parking lot. Badly damaged hard and softcover books go to the correspondingly labeled bins next to the drop box. Old VHF tapes are placed in the "Hardback" discard bin. Audio tapes are placed in the small, labeled, upright box at the end of the middle table of sorted books.
- Stocking
  - Books and magazines are brought to the alcove. When supplies permit, books are refreshed according to the schedule on the bulletin board
- Attend all Board meetings and report on the Reading Garden activities
- Other duties related to the Reading Garden as designated by the elected officers